Update _2_0_123

Clinical Reminders

VA-COVID-19 DISCHARGE INSTRUCTIONS

Install Guide

March 2020

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

DESCRIPTION:

The following COVID-19 discharge note template is designed for clinical providers discharging patients from the Emergency Department, Urgent Care Clinic, Primary or Specialty Care Clinic, Inpatient Ward or other sites of care deemed necessary. This Discharge template can be used in conjunction with existing discharge instructions.

UPDATE_2_0_123 contains 1 Reminder Exchange entry:
UPDATE_2_0_123 VA-COVID-19 DISCHARGE INSTRUCTIONS

The exchange file contains the following components:

TIU TEMPLATE FIELD
 HYPERLINK COVID-19 PATIENT EDU
 HYPERLINK COVID-19 CARE AT HOME
 HYPERLINK COVID-19 DISP NONHOSP PT
 VA-COVID TEST RESULTS PHONE INFORMATION
 HYPERLINK COVID-19 HOW TO PROTECT SELF

HEALTH FACTORS
 VA-REMINDER UPDATES
 VA-UPDATE_2_0_123
 VA-COVID-19
 VA-COVID-19 TEST PENDING RESULTS
 VA-COVID-19 TEST NEGATIVE
 VA-COVID-19 TEST POSITIVE

REMINDER SPONSOR
 Office of Emergency Medicine

REMINDER TERM
 VA-REMINDER UPDATE_2_0_123

REMINDER DIALOG
 VA-COVID-19 DISCHARGE INSTRUCTIONS

Install Details

This update is being distributed as a web host file. The address for the host file is:
http://vista.med.va.gov/reminders/UPDATE_2_0_123.PRD

The file will be installed using Reminder Exchange, programmer access is not required.

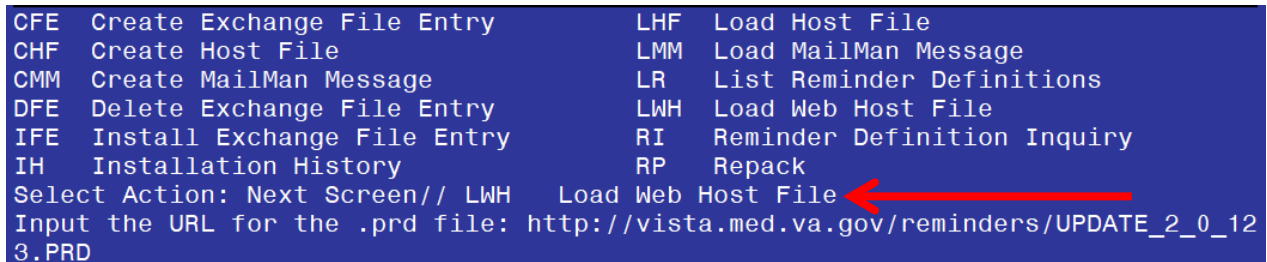**If your site is unable to use LWH, you will have a vista mail message with subject of UPDATE 123.**

Installation:
=============
This update can be loaded with users on the system. Installation will take less than 10 minutes.

Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
CFE   Create Exchange File Entry        LHF   Load Host File
CHF   Create Host File                  LMM   Load MailMan Message
CMM   Create MailMan Message            LR    List Reminder Definitions
DFE   Delete Exchange File Entry        LWH   Load Web Host File
IFE   Install Exchange File Entry       RI    Reminder Definition Inquiry
IH    Installation History              RP    Repack
Select Action: Next Screen// LWH   Load Web Host File  ◀━━━━━━━━
Input the URL for the .prd file: http://vista.med.va.gov/reminders/UPDATE_2_0_12
3.PRD
```

At the **Select Action:** prompt, enter **LWH** for Load Web Host File
At the **Input the url for the .prd file:** prompt, type the following web address:
http://vista.med.va.gov/reminders/UPDATE_2_0_123.PRD

You should see a message at the top of your screen that the file successfully loaded.

Search and locate an entry titled **UPDATE_2_0_123 VA-COVID-19 DISCHARGE INSTRUCTIONS** in reminder exchange.

```
+Item   Entry                         Source                    Date Packed
   123  UPDATE_2_0_122 VA-COVID       GRIFFITH@SALT LAKE CI     03/26/2020@06:41
        SCREEN UPDATE
   124  UPDATE_2_0_123 VA-COVID-19    GRIFFITH@SALT LAKE CI     03/26/2020@10:13
        DISCHARGE INSTRUCTIONS
   125  UPDATE_2_0_123 VA-COVID-19 ←  FAHNER@SALT LAKE CI       03/26/2020@13:30
        DISCHARGE INSTRUCTIONS
   126  UPDATE_2_0_12_1 VA-DIFFICULT  GRIFFITH@SALT LAKE CI     11/27/2015@09:51
        AIRWAY
   127  UPDATE_2_0_12_2 VA-DIFFICULT  GRIFFITH@SALT LAKE CI     02/10/2016@06:52
        AIRWAY
+          + Next Screen   - Prev Screen   ?? More Actions              >>>
CFE   Create Exchange File Entry       LHF   Load Host File
CHF   Create Host File                 LMM   Load MailMan Message
CMM   Create MailMan Message           LR    List Reminder Definitions
DFE   Delete Exchange File Entry       LWH   Load Web Host File
IFE   Install Exchange File Entry      RI    Reminder Definition Inquiry
IH    Installation History             RP    Repack
Select Action: Next Screen// IFE    Install Exchange File Entry
Enter a list or range of numbers (1-353): ▮
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry UPDATE_2_0_123 VA-COVID-19 DISCHARGE INSTRUCTIONS *(in this example it is entry 125it will vary by site).* The date of the exchange file should be 03/26/2020.

```
        Component                                      Category      Exists
Source:       FAHNER,JEFF at SALT LAKE CITY
Date Packed: 03/26/2020@13:30:40
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
   VA-COVID-19 DISCHARGE INSTRUCTIONS

REMINDER TERM
   VA-REMINDER UPDATE_2_0_123

Keywords:

Components:

+          Enter ?? for more actions                                    >>>
IA    Install all Components           IS    Install Selected Component
Select Action: Next Screen//
```

At the **Select Action** prompt, type **IA** for Install all Components and hit enter.
Select Action: Next Screen// IA   Install all Components
You will see several prompts, for all new entries you will choose **I to Install**
For components that already exists but the packed component is different, you will choose **S to Skip.**

You will be prompted to install the reminder dialog component – You will choose to install all even though the components have an X to indicate that they exist. These components have been updated and should be installed.

```
Packed reminder dialog: VA-COVID-19 DISCHARGE INSTRUCTIONS [NATIONAL DIALOG]

 Item   Seq. Dialog Findings                                   Type     Exists
   1      VA-COVID-19 DISCHARGE INSTRUCTIONS                   dialog      X

   2     10 VA-COVID-19 DC INSTRUCTIONS HEADER                group       X
           Finding: *NONE*
   3     10.5 VA-COVID-19 TESTING INPT                        group       X
           Finding: *NONE*
   4     10.5.3 VA-COVID-19 POSITIVE                          group       X
           Finding: VA-COVID-19 TEST POSITIVE (HEALTH FACTOR)             X
   5     10.5.3.10 VA-COVID-19 PREVENTION STEPS               group       X
           Finding: *NONE*
   6     10.5.3.10.5 VA-COVID-19 PREVENTION INFORMATION       element     X
           Finding: *NONE*
   7     10.5.3.10.55 VAL-COVID-19 STOP HOME ISOLATION INFO   element     X
           Finding: *NONE*
   8     10.5.3.10.60 VAL-COVID-19 PREVENTION LOCAL           group       X
+        + Next Screen    - Prev Screen    ?? More Actions
DD    Dialog Details      DT    Dialog Text          IS    Install Selected
DF    Dialog Findings     DU    Dialog Usage         QU    Quit
DS    Dialog Summary      IA    Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-COVID-19 DISCHARGE INSTRUCTIONS**

Select Action: Next Screen// IA   Install All
Install reminder dialog and all components with no further changes: Y// Yes

```
Packed reminder dialog: VA-COVID-19 DISCHARGE INSTRUCTIONS [NATIONAL DIALOG]
VA-COVID-19 DISCHARGE INSTRUCTIONS (reminder dialog) installed from exchange fil
  Item  Seq. Dialog Findings                                      Type    Exists
    1     VA-COVID-19 DISCHARGE INSTRUCTIONS                       dialog    X

    2   10 VA-COVID-19 DC INSTRUCTIONS HEADER                      group     X
           Finding: *NONE*
    3   10.5 VA-COVID-19 TESTING INPT                              group     X
           Finding: *NONE*
    4   10.5.3 VA-COVID-19 POSITIVE                                group     X
           Finding: VA-COVID-19 TEST POSITIVE (HEALTH FACTOR)                X
    5   10.5.3.10 VA-COVID-19 PREVENTION STEPS                     group     X
           Finding: *NONE*
    6   10.5.3.10.5 VA-COVID-19 PREVENTION INFORMATION             element   X
           Finding: *NONE*
    7   10.5.3.10.55 VAL-COVID-19 STOP HOME ISOLATION INFO         element   X
           Finding: *NONE*
    8   10.5.3.10.60 VAL-COVID-19 PREVENTION LOCAL                 group     X
+         + Next Screen   - Prev Screen    ?? More Actions
DD   Dialog Details      DT   Dialog Text         IS   Install Selected
DF   Dialog Findings     DU   Dialog Usage        QU   Quit
DS   Dialog Summary      IA   Install All
Select Action: Next Screen// Q
```

After completing this dialog install, you will type Q.

```
        Component                                       Category     Exists
Source:       FAHNER,JEFF at SALT LAKE CITY
Date Packed: 03/26/2020@13:30:40
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COVID-19 DISCHARGE INSTRUCTIONS

REMINDER TERM
  VA-REMINDER UPDATE_2_0_123

Keywords:

Components:

+         + Next Screen   - Prev Screen    ?? More Actions              >>>
IA   Install all Components          IS   Install Selected Component
Select Action: Next Screen// Q
```

You will then be returned to this screen. At the **<u>Select Action</u>** prompt, type **<u>Q.</u>**

Install complete.

Post Installation

The dialog is intended to be embedded in existing discharge instruction dialogs and linked to a shared template for staff to access from the Shared Templates folder. It can also be linked to a local note title if needed. Instructions are below.

1. The dialog has a template field for providing a phone number to the patient to call for COVID-19 test results. The template field is VA-COVID TEST RESULTS PHONE INFORMATION. The local phone information should be added to this template or inactivate it if your site chooses to not provide those instructions.

   From the template field editor, select the VA-COVID TEST RESULTS PHONE INFORMATION template field and edit as necessary.

2. **Make the Dialog able to be attached to a Personal/Shared template or to a progress note title.**

   From the Reminders Manager Menu:
   Select Reminder Managers Menu Option: <mark>CP CPRS Reminder Configuration</mark>
       CA   Add/Edit Reminder Categories
       CL   CPRS Lookup Categories
       CS   CPRS Cover Sheet Reminder List
       MH   Mental Health Dialogs Active
       PN   Progress Note Headers
       RA   Reminder GUI Resolution Active
       <mark>TIU   TIU Template Reminder Dialog Parameter</mark>
       DL   Default Outside Location
       PT   Position Reminder Text at Cursor
   Select CPRS Reminder Configuration Option: <mark>TIU TIU Template Reminder Dialog Parameter</mark>
   Reminder Dialogs allowed as Templates may be set for the following:
   1   User   USR   [choose from NEW PERSON]

3   Service   SRV   [choose from SERVICE/SECTION]
4   Division   DIV   [choose from INSTITUTION]
5   System   SYS   [NATREM.FO-SLC.MED.VA.GOV]
Enter selection: 5 *Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level*

Setting Reminder Dialogs allowed as Templates for System:
Select Display Sequence: **?**

148   VA-VETERANS CHOICE NOTE
149   VA-TBI SCREENING
When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number NOT on this list. For this example, looking above I see the number 150 is not present, so I will use 150.
Select Display Sequence: **150**
Are you adding 150 as a new Display Sequence? Yes// **Y   YES**
Display Sequence: 150// **<Enter>**   150
Clinical Reminder Dialog: **VA-COVID-19 DISCHARGE INSTRUCTIONS**
then **<enter>** reminder dialog NATIONAL
OK? Yes// **<Enter>** (Yes)

3. **Associate the new reminder dialog with a shared template in CPRS**
   To do this, go to Template Editor, then Shared Templates, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).
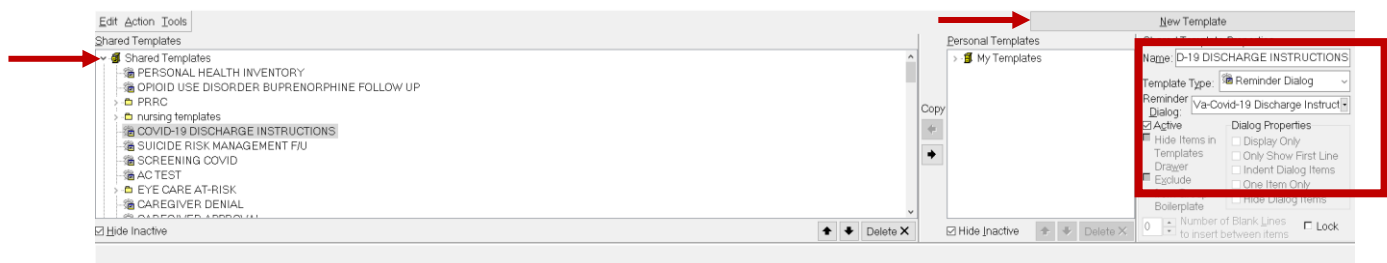
   Type in the following information:
   Name: **COVID-19 DISCHARGE INSTRUCTIONS**
   Template Type: Reminder Dialog
        Reminder Dialog: **VA-COVID-19 DISCHARGE INSTRUCTIONS**

   Next, select Apply.

4. **Setup of specific Note title. (Optional)**

   If your site wants to create a new note title specifically for this template. The note title should be:

COVID-19 DISCHARGE INSTRUCTIONS

Map it to the VHA Enterprise Standard Title of **DISCHARGE NOTE**

```
     Ready to map LOCAL Title: COVID-19 DISCHARGE INSTRUCTIONS to
VHA Enterprise Standard Title: DISCHARGE NOTE
        ... OK? Yes//
```

Note: Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the TIU/ASU Implementation Guide

5. **Associate the new reminder dialog with the specific note title in CPRS (Optional)**
   To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose New Template (top right-hand corner).
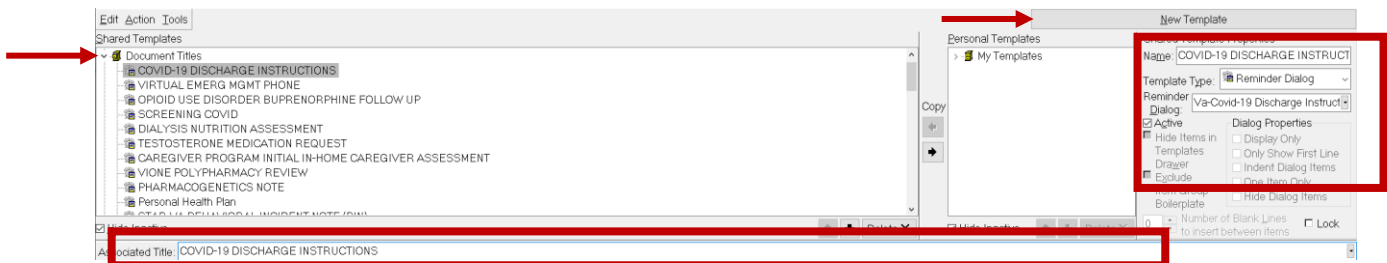
   Type in the following information:
   Name: **COVID-19 DISCHARGE INSTRUCTIONS**
   Template Type: Reminder Dialog
   	Reminder Dialog: **VA-COVID-19 DISCHARGE INSTRUCTIONS**

   Next, type in the Associated Title, which in this case is COVID-19 DISCHARGE INSTRUCTIONS and hit Apply.

6. **Add local reminder dialog groups and elements if needed. (Optional)**
   a. This template was built with the standard items included. If a site would like to add guidance or information specific, you can add text to the local reminder dialog groups below.
      ```
      VAL-COVID-19 PREVENTION LOCAL INFORMATION,
      VAL-COVID-19 POSITIVE LOCAL INFORMATION,
      VAL-COVID 19 RESULTS NEGATIVE LOCAL INFORMATION, and
      VAL-COVID-19 PENDING LOCAL INFORMATION.
      ```

These groups are at the end of the results section. These dialog groups will install disabled and you will need to remove the disable flag for it to be used.

NOTE: If there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:

        Category: Affected Service

                Affected Service: VistA – CPRS: Clinical Reminders

                        Assignment Group: NTL SUP Clin 2